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SENATE MEETING MINUTES May 15, 2020

The 612th Meeting of the Senate of Saint Mary's University was held on Friday, May 15, 2020, at 2:00 PM, via Zoom. Dr Takseva, Chairperson presided.

PRESENT: Dr Summerby-Murray, Dr Butler, Dr Bhabra, Dr Francis, Dr Freeman for Dr MacDonald, Dr Sarty, Dr Bannerjee, Dr Brosseau, Dr Collins, Dr De Fuentes, Dr Doucet, Dr Grandy, Dr Grek-Martin, Dr Hanley, Dr Khokhar, Dr McKee, Dr Panasian, Dr Power, Dr Stinson, Dr Takseva, Mr Brophy, Ms Killam, Ms van den Hoogen, Mr de Chastelain, Ms Winters, Ms Nankani, Mr Tumusiime, Mr Zokari, Dr Smith, Ms Sargeant-Greenwood, Ms Milton, Dr Byers, Dr Carroll, Dr Gallo, Dr Creelman, Dr Kay, and Ms Bell, Secretary to the Office of Senate.

REGRETS: Dr Twohig, Dr MacDonald

Meeting commenced at 2:01 P.M with the territorial acknowledgement. Members were advised that there may be the possibility of special meetings of the full Academic Senate through the summer months.

There are two new students to welcome to the Senate, Brian Tumusiime, and Rami Zokari.

20098 **REPORT OF AGENDA COMMITTEE**

The Senate Agenda was approved.

20099 **SPRING GRADUATES**

Documentation to be presented at the meeting and designated as *Appendix A* (hard copies to Deans and Senate file only).

Key Discussion Points:

- This year we have 817 total graduates receiving 846 parchments. There are 29 graduates receiving more than one credential and 181 distinctions.

Moved by Killam, and seconded, **“to confer degrees and distinctions on those represented on the list (circulated as Appendix A) at the Spring Convocation”.** Motion carried.

Moved by Killam, and seconded, **“to enable the Registrar to add such graduates as may be identified subsequent to this meeting.”** Motion carried.

20100 **PRESIDENT’S REPORT *Appendix B***

Update - Presidential Standing Committee on Racism

Key Discussion Points:

- The President thanked members of Senate for their continued attention to the extraordinary times in which we find ourselves.
- Registrations in spring and summer terms are up significantly. The President thanked faculty and staff for working to make the on-line delivery of these courses possible.
- Members were encouraged to participate in next week's Virtual Graduation Event (May 22) to celebrate student success and acknowledge the work of all members of faculty and staff.
- Planning for the fall includes planning for a phased return to campus when possible, and continued efforts to work with provincial and federal governments on a number of initiatives (such as international student study permits, direct financial relief for students, and targeted assistance to universities).
- Faculty researchers are continuing to make significant contributions to Covid research.
- We still have students in residence. There are continued strong support efforts by all those maintaining our services.
- We continue to model the significant impacts of the pandemic on our finances and long-term financial sustainability. These impacts are primarily driven by projected significant declines in international student enrolment. Every effort is being made to address this, but Senate should be aware that many of the issues (restrictions on global travel, study permits, geopolitical considerations) are outside our control. The likely result is a major disruption to our revenues with a consequent need to contain costs in the months and years ahead.
- There is no commitment from any government office for operating support for universities. We continue to make the case on this to the provincial and federal governments.
- The demand on the emergency bursary fund for students is considerable. Donations are coming in but more is needed.
- An inventory of our current virtual operations is complete (evaluating at-home work), and a preliminary report is being prepared.
- We have been in even closer contact with our benefactors through this time.
- Our Emergency Management Team has been disbanded and we have created a Strategic Operations Committee in its place. This is comprised of the Executive Management Group, the AVPs, the academic deans and key directors.
- The standing committee on racism is scheduled to meet the week of May 25. The meeting will confirm terms of reference, review recommendations from the ad hoc committee report, assess progress to date against the report's indicators, and create a work plan for the year ahead.
- There were 350 attendees for the most recent virtual Town Hall. This was the largest group ever to attend a Town Hall event.

VICE-PRESIDENT ACADEMIC AND RESEARCH REPORT**Key Discussion Points:**

- A screen share of the report was provided. The spring 2020 report for FCE registration was shown. FCEs are shown in terms of one full course equivalent of 6 credit hours.
- Arts students registered in the Spring Session are up substantially – overall 33%. SSB is up 29% overall and Science is up 45%. In terms of the University as a whole, this translates to a 26% increase in registrations. This is very encouraging.
- Today is the last day to drop courses and we will monitor the outcome very carefully. If the strong registrations stand, that will be a strong indicator of what the future may look like.
- The summer registrations are also strong. Arts registrations stand at 38% overall. SSB shows a 3% increase. Science shows 50%. Overall, there is an 18% increase in registrations in the summer term.
- Programming has been developed to encourage high school students to look at university preparation, transition, and first-year courses, to provide them an opportunity to address concerns about their transition from grade 12 and to better prepare themselves for university. A number of programs have put on extra sections of key courses to be offered in the summer sessions.
- In looking forward to the fall, we are looking at a significant impact. Arts is down 4% overall, SSB is down overall 17%. Science is up 7% and the University as a whole is down 6%. International students are down a minimum of 18%. This may be worse depending on whether they can get study permits. Domestic is down 2%.
- It is very likely students are registering at multiple universities to hold places, and then will attend the one which offers them the best options and environment for whatever reality is in place for Fall 2020.
- All of this is concerning from a planning standpoint and, particularly, from a financial standpoint. The financial risks to the university remain substantial and uncertain.
- If the fall must be a virtual start, we need to find ways to provide a sense of connection for students to the university and to one another. Collaboration between Student Affairs & Services and SMUSA is important, and student societies can play a significant role. Welcome Weeks will start much earlier and work to connect new students to campus much earlier than normal. Webinars and other formats will be used to connect key faculty and advisors to students to help build connections to their programs.
- Work is being done on a protocol to allow research to restart when circumstances permit. A draft is complete and being reviewed by key offices, including the Deans. The emphasis will be on accessing resources on campus or in the field that cannot be reproduced at home, and on ensuring continuity for students where research is a critical component of their studies, particularly graduate students.
- Other challenges exist for the fall. Travel will likely be limited or practically impossible in the fall, impacting conferences, visitors, and other exchanges that contribute to academic life in both scholarship and teaching. There will still be ways to connect in a virtual world, possibly opening connections not previously accessible. Everyone will be in a similar situation and thus more open to connecting in new ways.
- We hope to be able to provide greater certainty by July 1 at the latest – the nominal date we have targeted.

20102

SMUSA PRESIDENT'S REPORT

Key Discussion Points:

- SMUSA thanked the Senate and the EMG for their work through this challenging period.
- Affordability is front of mind for students. Difficulty paying bills and rent are causing problems. Textbook costs and tuition costs are of particular concern, especially for international students. This is an important time to take a deeper look into work-integrated learning. Costs of living and learning will be front of mind, more than they ever have been.
- Accessibility will also be a significant concern for students related to the challenges of remote learning.
- SMUSA is very thankful for the opening of the CESB fund.
- SMUSA asks that the work to allow individuals to use preferred names and on the Code of Conduct continue and would like to thank everyone that has helped to support these initiatives.
- Following feedback during the 2020 SMUSA election period, we will be looking into providing opportunities for students-at-large to sit on certain Senate Committees that require student representatives, but not necessarily student senators. We are hopeful that this will provide the student body with a greater lens into SMUSA's academic work.
- SMUSA has recorded the highest engagement of students in this challenging time.
- It was noted that there have been some unique appeals situations related to the transition to remote learning.

20103

QUESTION PERIOD (length at discretion of chair based on business volume)

Key Discussion Points:

- Question: What is the membership of the Emergency Advisory Team?
Answer: It is comprised of the Executive Management Group, the AVPs, the academic deans and key directors (Risk Manager, University Secretary, Communication, etc.). It does not involve students or faculty at this time.
- Question: Would the President consider adding faculty and student representation to the ERT or EAT? Answer: This will be taken under advisement.
- Question: Is there more detail available on government help for universities?
Answer: The message from Health Authorities and Government is that this will be a long-term recovery. At the Federal Level, there has been emergency aid to specific individuals and sectors. There will be no subsidies concerning wages and subsidies. The announcement this morning was related to wage subsidies to support research infrastructure at universities. We have made gains in relation to international students being able to study as Canadian Universities. Immigration, Refugees and Citizenship Canada (IRCC) made a late day announcement yesterday on this. It was silent on study permits for the fall. On questioning, we were advised that there is no further movement on this. We continue to pursue discussions on infrastructure funding. We continue to discuss supports for on-line learning at the universities. The Universities across the region have very different geographies of bandwidths. The Feds cannot contribute to operating structures at universities. We have to discuss this with the province. We have no commitment from the Provincial Government at this time. The key in all of this is a "survive to thrive" focus.

- Question: Are we no longer operating under the Senate Policy on the Academic Implications of Disruptions of University Business? Answer: No. We continue to operate under that policy.
- Question: There has been discussion related to the opening of Article 23.1 in the SMUFU Collective Agreement. Is this a precautionary consideration, or is the situation such that we may have to take more serious measures? Answer: The revenue of the university will be significantly impacted. Conversations in this regard are underway at universities across the country.
- Question: Will there be similar conversations with the other unions? Answer: Yes.
- Question: Is there a general communication we can provide to students concerning program continuity for the fall? Answer: Butler is convening a fall planning group consisting of Deans and Associate Deans, with consultation from the Chairs and program coordinators). We have the ability to provide program continuity. We have not been definitive to students yet on this. Our message is that we are continuing, and we are working toward the fall. The reality is that we do not know what exact form the fall will take. We are getting close to being able to announce this.

20104 **MINUTES OF THE PREVIOUS MEETING**

Minutes of the meeting of April 17, 2020, were *circulated* as *Appendix D*.

Moved by Grek-Martin, and seconded, **“that the minutes of the meeting of April 17, 2020 are approved as posted.” Motion carried.**

20105 **BUSINESS ARISING FROM PREVIOUS MINUTES**

None.

20106 **OUTSTANDING ITEMS FROM PREVIOUS AGENDAS**

- 01 Academic Regulation 20 - Letters of Permission (LoP) - Coordination of a report covering LoPs that is bi-directional to facilitate an informed discussion in Senate. (Dr Smith– forward from Oct 2019).

Key Discussion Points:

- The data is now secured. This data is being considered in the Strategic Enrolment Management Plan. We expect a drop in LOPs related to the increased offerings on-line this summer. We are continuing to analyze this situation.
- It is expected that an update will be available by September.

20107 **REPORTS OF STANDING COMMITTEES**

- a) Academic Planning Committee
- Proposal from Faculty of Arts for a Minor in Women, Gender, and Sexuality Studies (Dr M Byers), *Appendix F1* – APC Notice of Motion, *Appendix F2* – MPHEC Proposal.
- Key Discussion Points:**
- Because this is a minor, this proposal does not go forward to MPHEC.
 - Members expressed support for the proposal. Dr Byers was thanked for bringing this proposal forward.
 - Byers advised that the development of this program was a collaborative effort and that it has application within all faculties.

Moved by Butler and seconded, **“that the Senate approves the proposal for a Minor of Women, Gender and Sexuality Studies.” Motion carried.**

- ii. Proposal from the Sobey School of Business - for an Executive Doctorate in Business Administration, (Dr W Carroll), **Appendix G1** - APC Notice of Motion, **Appendix G2** - Briefing document, and **Appendix G3** – MPHEC Proposal.

Key Discussion Points:

- This program arose from the reorganization and restructuring of the EMBA Program. Dr Carroll was thanked for her work within this area and for her peer leadership in this regard.
- Dr Bhabra advised that this proposal is the result of three years of concerted work. Dr Carroll was thanked for her leadership in championing this proposal through to Senate.

Moved by Butler and seconded, **“that the Senate approve the MPHEC Proposal for an Executive Doctorate in Business Administration for furtherance to MPHEC.” Motion carried.**

- iii. MSc and PhD Astronomy Program Review documentation (Luigi Gallo) **Appendix H** – APC Notice of Motion, **Appendix I** - Recommendation-Comparison summary, **Appendix J** - Self Study Report, **Appendix K** - Self Study appendices (K1-K9), **Appendix L** – Dean’s Response to Self Study, **Appendix M** - External Review Committee’s (ERC) Final Report, **Appendix N** - Department Response to ERC Report, **Appendix O** - Dean’s Response to ERC report.

Key Discussion Points:

- Dr Gallo addressed the following:
 - The department was happy with the 12 recommendations of the external reviewers.
 - Two of the recommendations are of concern to the program because they relate to the standard of living for graduate students. This is largely related to the current subsidies that the TAs get.
 - It was noted that this is not uncommon at other universities. There is no funding model from the government in terms of the funding of TAs. This department’s model was different from that in use by other graduate programs. Further discussion related to this would be beneficial.
- The Dean of Science advised that in the Faculty of Science, they are looking at the TA workloads and remunerations models to get an accurate sense of this situation. The Dean will engage in discussion with the department on this.

The recommendations are as follows:

- **Recommendation 1:** The University has invested to enhance the Enterprise Resource Planning digital solution at SMU with the goal of implementation by August 2020. Senate encourages the Department to engage with this initiative as soon as possible.
- **Recommendation 2:** The University has invested in the tools and templates for use by units across campus. Senate recognizes that the responsibility for ensuring continuity and accuracy of faculty profiles rests with faculty and that the department/program content rests with the departments/programs.

- **Recommendation 3:** Senate commends the department for their proactive response to this recommendation. Senate encourages the department to work with the Dean to identify additional recruiting opportunities.
- **Recommendation 4:** This this is a Collective Agreement (CA) issue and beyond the purview of the Department, APC and Senate. Saint Mary's strives to achieve balance between teaching and research for faculty at Saint Mary's University. In this regard, the University is continuing these discussions.
- **Recommendation 5:** Senate encourages the Department to take advantage of this option as they review course requirements.
- **Recommendation 6:** Senate encourages the department to consider this recommendation along with recommendation five during the next round of curriculum reviews.
- **Recommendation 7:** Senate supports the response of the Dean in this regard and encourages continued discussion during the budget planning process.
- **Recommendation 8:** Senate encourages the department to work with the Deans to find solutions to address the TA hourly wages issue. Senate also encourages the department to consider opportunities for graduate students to play larger roles in public outreach and in other efforts and opportunities available at the university.
- **Recommendation 9:** Senate recommends that the Department follow the recommendations as put forward by the Deans.
- **Recommendation 10:** Senate supports the initiatives the Department has implemented and the processes as outlined in the Academic Calendar. Senate encourages the department to work with FGSR in this regard. Senate also encourages the Department to bring good news stories to the attention of the Science Communication Officer.
- **Recommendation 11:** Senate concurs with the response of the Department and the Deans.
- **Recommendation 12:** Senate supports the responses of the Department and the Deans, and encourages the Department to take better advantage of the training resources that are available.

Moved by Butler and seconded, **“that due to the time of year, the MSc and PhD Astronomy Program submit an action plan based on the preceding recommendations to Academic Planning Committee in September 2020 based on the responses above.” Motion carried.**

and

Moved by Butler and seconded, **“that in September, 2021, the MSc and PhD Astronomy Program submit a one-year report to the Academic Planning Committee on the progress made on the Action Plan according to Section 5 of the Senate Policy on the Review of Programs at Saint Mary's University.” Motion carried.**

- iv. MSc in APSC One-Year report, *Appendix P1 APC Notice of Motion, Appendix P2 (rpt), Appendix P3 (summary)*
Key Discussion Points:

- No discussion.

Moved by Butler and seconded, **“that Senate accepts the one-year follow-up report of the MSc in APSC Program as meeting the requirements of Section 5 of the Senate Policy on the Review of Undergraduate Programs at Saint Mary’s.” Motion carried.**

- v. MKTG One-Year report (Dr Creelman), *Appendix Q1 - APC Notice of Motion, Appendix Q2 (rpt), Appendix Q3 (summary)*

Key Discussion Points:

- No discussion.

Moved by Butler and seconded, **“that Senate accepts the one-year follow-up report of the Marketing Program as meeting the requirements of Section 5 of the Senate Policy on the Review of Undergraduate Programs at Saint Mary’s.” Motion carried.**

b) Bylaws Committee

- i. Revisions to Senate Bylaws to provide for electronic meetings (Dr Grek-Martin), *Appendix R1* – ARC Notice of Motion, *Appendix R2* – Revision form.

Key Discussion Points:

- The Chair expressed appreciation to the Bylaws Committee members for handling this revision quickly - since the previous Senate meeting and participating in the preparation of this proposal.
- It was noted that there is a typo in the notice of motion (as submitted as part of the meeting documents). It should have indicated proposed revisions to both section 2 and 5 of the Bylaws rather than to just section 2.
- Our University Secretary provided consultation and contacted peers in other universities in this regard. The information gained was provided to inform the committee.
- The reason for these revisions was that there was nothing in the Senate Bylaws that allowed for remote participation. Sections 2.2.4 and 2.2.5 are the key revisions to provide for remote participation.
- Section 2.2.3 was revised to stipulate that in addition to the call of the Senate Chair, a written request by 1/3 of the members of Senate would be required to call a special meeting of the Senate.
- We also wanted to provide language to cover virtual voting and providing guidance concerning the deadlines for voting.
- The revisions to section five are to mirror these revisions for Senate Committees.

Moved by Grek-Martin and seconded, **“that Senate approve the revisions as submitted in Appendix R2 for implementation in the Senate Bylaws document.” Motion carried.**

- ii. Discussion – TOR and Composition, Senate Executive Committee

Key Discussion Points:

- The University Secretary noted that the terms of reference for the Senate Executive Committee needed review. They are very brief.

- During the consultation process on the proposed revisions to the Senate Bylaws, a recommendation arose to consider the composition of the Senate Executive Committee.
- The Senate Chair and the University Secretary reviewed the terms of reference for other University Executive Committees.
- As Chair of the Senate Executive Committee, Dr Takseva volunteered to develop a draft for review.
- Concern was expressed concerning the composition of the Senate Executive. The concern was related to the ratio of faculty to senior management. Senate has a 51% representation by elected faculty members. On the Senate Executive, it is only 30%.
- The Bylaws Committee could work with the Senate Executive Committee to revised section 5.2.11 Executive Committee.
- Concern was expressed that the Senate Executive is the key decision making body in emergencies.
- It was noted that the Bylaws identify the relationship between Senate and Senate Executive and state that the decisions of the Senate Executive need to be ratified by Senate.
- It was suggested that September is too late to address these revisions.

Moved by Khokhar and seconded **“that Senate tasks the Bylaws Committee to study the composition and terms of reference for the Senate Executive Committees of other universities, and bring a proposal back to Senate for further discussion and decision.” Motion carried.**

Key Discussion Points:

- A motion was put forward that Senate continue to meet once a month during the summer months in response to the COVID-19 crisis
- Concern was expressed related to being able to achieve quorum of Senate members through the summer months.
- Due to the importance of the issues that will need to be decided in the next few months, the participation of the full Senate would be highly recommended.
- **Action Item: Bell** to schedule the meetings in June, July and August with the understanding that if pending business is not substantial, the meeting will be cancelled.

Moved by Grandy and seconded, **“that Senate should continue meeting in the summer months (June 19, July 17 and August 21).” Motion carried.**

Dr Takseva relinquished the chair to the Vice-Chair of Senate, Dr Rohini Bannerjee. Dr Bannerjee assumed the chair and invited Dr Takseva to speak to the next item of business.

- c) Learning and Teaching Committee
 - i. Inclusive Language Statement, **Appendix S1** – Notice of Motion, **Appendix S2** – Statement.

Key Discussion Points:

- Takseva advised that the members of the SCoLT supported and contributed to this submission.
- The committee consulted with Raymond Sewell and that feedback was included in this statement.

- The committee also consulted with SMUSA. They are currently working on a related project - the use preferred names.
- SMUSA supported this development and thanked SCoLT and Dr Takseva for their work.
- Additional support was expressed for this statement. There are tangible examples provided within in the document that could be included in course outlines.
- On page two of the report under Indigenous people there is a statement: “People should not be recognized as Indigenous unless they have requested the acknowledgement.” In some situations, if this guidance was followed, it may be seen as disrespectful if those individuals were not recognized.
- In the third bullet, concern was expressed about the statement “both the term Indigenous and the term Aboriginal are English umbrella terms for First Nations peoples. A Senator noted that those umbrella terms apply to more than First Nations peoples; they also include Inuit and Metis. These were accepted as friendly amendments.
- This document is a living document. Feedback was invited. If Senators have any further recommendations, they were invited to send them to the Committee.
- This document will be posted on the website along with the information under Safe and Respectful Saint Mary’s.

Moved by Takseva and seconded, **“that Senate approve the Inclusive Language Statement, as presented in Appendix S2 with the revisions as indicated, for use at Saint Mary’s University.” Motion carried.**

Dr Takseva reassumed the position of Chair of Senate.

- ii. Recommendations for revisions to Senate Policy on the Academic Implications of Disruptions of University Business - *Appendix VI* (Dr De Fuentes - for discussion and feedback only), and *Appendix V2 – Existing Senate Policy 8-1008 Senate Policy on the Academic Implications of Disruptions of University Business.*

Key Discussion Points:

- Dr De Fuentes was thanked for her leadership on this issue.
- These are recommendations provided for the Senate Policy on Academic Implications of Disruptions of University Business.
- These recommendations are proactive measures SMU should take to minimize disruption to learning and teaching in the event that academic activities are substantially interrupted or impeded by the COVID-19 pandemic.
- Recommendation:
To provide open and timely channels of communication to students and faculty. For example, early discussions about the likelihood of implementing the Emergency Remote Teaching (ERT) approach as early as January 2020; we could have been thinking about contingency plans for our course delivery earlier, and experimenting with on-line options and ask for support when we were able to meet face to face with SAS support.
- Recommendation:
Maintenance of academic integrity should include the standards set for students to submit independent work, as well as the integrity of the classroom, laboratory or tutorial. This includes continued course delivery

in a virtual setting, learning activities that support student achievement of course goals and modifications to hands-on activities such as laboratories and tutorials that allow for skills development. In addition, there is a need to elaborate on the achievement of learning outcomes.

- Recommendation:
That the courses offered remotely during the spring and summer semesters, or even in the fall, if necessary, meet the criteria of academic integrity and course learning objectives, and consider alternate solutions in case a particular course cannot be offered because integrity criteria cannot be met in a remote setting.
- Recommendation:
To keep providing support for the continuation of these workshops or communities and to acknowledge the efforts and contributions from our faculty members.
- Recommendation:
The option for credit/non-credit was an important move for the winter semester.
- Recommendation:
Suggest students attend their online classes using a desktop and monitor if they can, or use (in order of preference) a laptop, a tablet, and, as a last resort option, their smartphone. Given that some students might not be able to attend classes using a desktop or a laptop, we recommend faculty make their course materials readily available to students by posting their course slides and notes to Brightspace.
- In addition, there is no mention in the existing policy on what happens regarding evaluation. The institutional evaluation process related to tenure and promotion needs to be addressed within the policy.
- The Senate Committee on Learning and Teaching asks for feedback from Senate members concerning the recommendations presented.
- Question: What is the difference between Emergency Remote delivery and online delivery? Within the document, it changes back and forth between these terms. What is it exactly that students are signing up for?
Answer: Many terms have been used interchangeably. As an example, some courses on banner are identified as Web and others as remote. A true online course requires about 9 months of development. It was suggested that this could be articulated in the document for the next iteration that comes forward to Senate.
- The VPAR requested some consultation in this regard.

Moved by De Fuentes and seconded, **“that the Senate meeting be extended for 10 minutes.” Motion carried.**

- Stinson advised that students are experiencing issues concerning being able to purchase an eBook for their course. If students are not in Canada and do not have a Canadian credit card there can be issues in this regard.
Response: The VPAR advised that this issue has now been addressed. A resolution has been found for the short term. We are working on a long-term solution.

20108

NEW BUSINESS FROM

1. Revision to the 2020-2021 Academic Calendar of Events (Ms Killam),

Appendix T

Key Discussion Points:

- Summer session two traditionally started after the Canada Day long weekend. Requests have been received to move the current scheduled start of the second summer session to after Canada Day.

Moved by Killam and seconded, “**that Senate approve the revisions to the 2020-2021 Academic Calendar of Events as in appendix T.**” Motion carried.

2. Cover memo – *Appendix U1*, and strategic plan – *Appendix U2*, for the Sobey School of Business (information only)

Key Discussion Points:

- This is just an information item and involved extensive involvement from all the stakeholders. The Dean, SSB thanked the SSB faculty members that helped in the development of this plan.

20109

ADJOURNMENT

The meeting adjourned at 4:39 P.M.

Barb Bell,
Secretary of Senate